



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Ralph L. DePanfilis, Treasurer
Christopher Shays for Congress Committee
132 East Putnam Avenue
Cos Cob, CT 06807

SEP 10 1996

Identification Number: C00215699

Reference: Amended 12 Day Pre-Convention Report (4/1/96-6/30/96)
dated 7/2/96

Dear Mr. DePanfilis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than \$200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation. The committee must request the contributor information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle. Furthermore, if a committee receives contributor information after the contributions have been reported, it must submit, with its next report, an amended memo Schedule A listing all the contributions for which